

# BERNALILLO COUNTY

## Purchasing Department

### Vendor Guide

#### How To Do Business with Bernalillo County



One Civic Plaza, NW  
Albuquerque, NM 87102  
10th Floor, Room 10010

Phone: 505-468-7013

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# HOW TO DO BUSINESS WITH BERNALILLO COUNTY

**B**ernalillo County welcomes the opportunity to do business with interested vendors willing to supply quality goods and services at competitive prices, meet deadlines, and become part of a team dedicated to serving the citizens of Bernalillo County.

This Vendor Guide serves as a brief introduction to the basics of conducting business with Bernalillo County. The mission of the Purchasing Department is to provide the highest level of customer service while ensuring that all purchases are made in accordance with state and federal laws, regulations, and ordinances; are open, fair, and competitive; and are obtained at the best value maximizing the use of public funds.

Bernalillo County's 17 member Purchasing Department is responsible for purchasing tangible personal property, services, and construction for 32 user departments. The purchases range from office supplies, furniture, janitorial services/supplies, fleet replacement, computer hardware/software, consulting and professional services to multi-million dollar construction projects all totaling approximately \$150 million annually.

## **VENDOR REGISTRATION:**

Although not mandatory, vendor registration does include some benefits:

1. Ability to download Request for Bids (RFBs) and Request for Proposals (RFPs) without having to visit the Purchasing Department and pay for downtown public parking.

2. Ability to receive electronic notifications of new RFBs and RFPs, addendums, and updates. When registering, the vendor specifies method of contact (email, mail, or fax).

3. Online viewing of RFB and RFP results.

In order to offset administrative costs associated with the RFB and RFP process, vendor registration is \$50, (if paying online by e-check or credit card, a convenience fee\* will be charged).

To register on-line visit our website at: [www.bernco.gov/purchasing](http://www.bernco.gov/purchasing). To assist in the online registration process, click on the "Vendor Registration - Demo" option located under "Links."

If a vendor chooses not to register or pay online, he/she may download the registration form and the Commodity Codes for both Goods and Professional Services and return the completed form with a check for \$50.00.

**Mail And Make Your Check Payable To:**

Bernalillo County Purchasing Department

Attn: Vendor Registration

One Civic Plaza, NW, 10th Floor, Room 10010

Albuquerque, NM 87102

**NOTE:** Vendor registration does not guarantee the issuance of RFBs, RFPs or contracts by the County, nor is it a mandatory requirement to doing business with the County. **All** vendors (and citizens) are welcome to view current Interest Letters for RFB and RFP solicitations online.

It is the vendor's responsibility to keep the Purchasing Department informed of any changes in address or other pertinent information.

\*Wells Fargo/Link2Gov charges a convenience fee of \$1.49 to process the \$50.00 by credit card or \$1.25 per e-check. These fees are separate from the vendor registration fee paid to Bernalillo County and the County does not retain any portion of the convenience fees.

**CONTACT INFORMATION:**

The Purchasing Department is located at One Civic Plaza, NW, 10th Floor, Room 10010 Albuquerque, NM 87102.

Phone Number: (505) 468-7013

Fax: (505) 468-7067

Email: [purchasing@bernco.gov](mailto:purchasing@bernco.gov)

Normal business hours are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday through Friday.

The Purchasing Department **WELCOMES** vendors at anytime. However, it is recommended that vendors contact the Purchasing Department to schedule an appointment to ensure the highest level of customer service.

Contact information for all other County departments may be found at: [www.bernco.gov](http://www.bernco.gov)

**TRAINING OPPORTUNITIES:**

Bernalillo County Purchasing Department conducts quarterly workshops on "How to do Business with Bernalillo County." For workshop schedules and registration, contact the Purchasing Department at 468-7013 or visit the website at [www.bernco.gov/purchasing](http://www.bernco.gov/purchasing).

**MONETARY PROCUREMENT LIMITS:**

Best Obtainable Price Quotation. . . . . Up to \$10,000  
(goods and non-professional services)

Three Written Quotations . . . . . \$10,000.01 to  
(goods and non-professional services) \$20,000

Written Quotation for Professional Services\* . . . . Up to \$50,000

Written Quotation for Landscape Architects . . . . Up to \$10,000  
and Surveyors

Formal Bids (RFBs) . . . . . >\$20,000

Formal Proposals (RFPs) . . . . . >\$20,000

Formal Proposals (RFPs) for . . . . . >\$50,000

Professional services\*,\*\*

Small Purchase Order (SPO) VISA Card . . . . . <\$2,500

\*As defined in the Procurement Code, Section 13-1-76.

\*\*Does not include LANDSCAPE ARCHITECTURAL OR  
SURVEY OR SERVICES. Limits for these services are: >\$10,000.

**METHODS OF PROCUREMENT:**

**Best Obtainable:** User departments seek the best obtainable price for goods and services. Evidence of a quotation is required. A purchase requisition is submitted to the Purchasing Department and, if approved, a Purchase Order (PO) number is issued to the vendor.

**Quotation(s):** Quotation(s) are usually obtained from the Purchasing Department seeking goods and non-professional services on behalf of user departments with the exception of construction related services and best obtainable pricing. Construction related service quotations and best obtainable pricing are obtained from

user departments and submitted to the Purchasing Department for review and approval. Quotation(s) are not publicly opened. Once approved, the Purchasing Department issues a PO to the vendor.

**Formal Request for Bids (RFBs):** The Purchasing Department works with user departments to develop a scope of work based on need. RFBs are advertised in the Albuquerque Journal classified (legal) section and on the Purchasing Department's website. They are publicly opened in the Purchasing Department on the closing date and time specified in the RFB bidding document. Public bid openings are open to anyone wishing to attend. You do not have to be a bidder to participate. RFB awards are made to the bidder submitting the lowest, responsive, and responsible bid that meets all requirements specified in the bidding document. **Note:** Late bids will not be accepted and will be returned unopened.

**Formal Request for Proposals (RFPs):** The Purchasing Department works with the user departments to develop a scope of services based on need. RFPs are advertised in the Albuquerque Journal classified (legal) section and on the Purchasing Department's website. They are NOT publicly opened in the Purchasing Department. However, they are evaluated by both the Purchasing Department and an Evaluation Committee using criteria referenced in the RFP document. RFP awards are made to the offeror who submits the best value to the County and is considered both responsive and responsible. **Note:** Late proposals will not be accepted and will be returned unopened.

**P-Card (Visa Program):** This program is designed to make it easier and more cost effective for Bernalillo County to make small, one time purchases of goods and qualifying services for the County.

The program streamlines the procurement process by replacing the need for petty cash, low-value approvals, and provides for quicker delivery of goods and services, and payment for said good and services.

**RFB AND RFP DOCUMENTS MAY BE OBTAINED AS FOLLOWS:**

1. Purchasing Department website: [www.bernco.gov/purchasing](http://www.bernco.gov/purchasing) for viewing by the general public and viewing and downloading for registered vendors.
2. By contacting the Purchasing Department.

**NOTE:** There is a fee of .50/page for non-registered vendors to obtain copies of documents.

**INSURANCE:**

Bernalillo County may require vendors to obtain certain amounts and types of insurance coverage for goods and services. Insurance coverage such as worker's compensation, auto liability, general liability, and in some cases, professional liability, may be required prior to conducting business with the County. For further information regarding insurance requirements, please contact the Purchasing Department.

**PROTESTS:**

Any bidder or offeror who is aggrieved in connection with a solicitation or award of a contract may protest to the Director of Purchasing, One Civic Plaza, NW - 10th Floor, Room 10010, Albuquerque, NM 87102, outlining the reason and merit for protest. The protest shall be submitted in writing within fifteen calendar days after knowledge of the facts or occurrences giving rise to the protest.

### **INSPECTION OF PUBLIC DOCUMENTS:**

Everyone has the right to inspect Bernalillo County public records including those that reside with the Purchasing Department. However, the following conditions must be met when requesting public purchasing documents:

1. A PO number issued as a result of the procurement process.
2. RFB documentation available for inspection after public bid opening.
3. RFP documentation available for inspection after contract award.

For all requests, please contact the Purchasing Department by phone, e-mail, or in person and allow staff time to respond to your request(s). Note: There is a fee of .50/page for non-registered vendors to obtain copies of documents.

### **PURCHASE ORDERS (POs):**

POs are issued solely by the Purchasing Department. A PO number should always be obtained by the vendor prior to conducting business with the County. Failure to obtain a PO number prior to the delivery of goods or rendering of services could result in non-payment.

### **VENDOR MASTER REQUEST AND W-9 FORMS:**

Prior to issuance of a PO, vendors conducting business with the County must complete a Vendor Master Request Form and W-9 Form (Request for Taxpayer Identification Number and Certification).

  
**DELIVERY:**

The PO will specify the appropriate delivery address.

**DELIVERY ACCEPTANCE:**

Deliveries should be made according to the instructions noted on the PO. All deliveries are subject to inspection and approval.

Deliveries that do not meet the specifications of the PO will be rejected and returned to the vendor at the vendor's expense.

**TAX STATUS:**

Bernalillo County claims an exemption from federal excise and New Mexico sales taxes on tangible personal property (goods). Services are taxable.

**INVOICES:**

Invoices for goods and services should be submitted to the requesting department specified on the PO. Any questions should be directed to the:

Bernalillo County Accounts Payable Department  
One Civic Plaza, NW - 10th Floor, Room 10045  
Albuquerque, NM 87102  
(505) 468-7020 or (505) 468-7201 (fax).